

Date of Approval-June 7, 2005

**Virginia Land Conservation Foundation's
2005 Virginia Land Conservation Fund Grant Program
(July 1, 2005 – September 20, 2005 Grant Round)**

**The Honorable Mark R. Warner
Governor, Commonwealth of Virginia**

**The Honorable W. Tayloe Murphy, Jr.
Secretary of Natural Resources**

**Virginia Land Conservation Foundation
Board of Trustees**

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Executive Secretary, Joseph H. Maroon

VLCF Property Protection Requirement

Political Jurisdictions

No fee simple property acquired with assistance under the VLCF Program without the approval of the VLCF Board of Trustees can be converted to a use different from that for which it was acquired. The board shall approve such conversions only if it is in accord with the existing local comprehensive plan and only upon such conditions as the board deems necessary to assure the substitution of other properties of at least equal fair market value and of reasonably equivalent usefulness and location. The Executive Secretary of the VLCF Board shall promulgate procedures to effect conversions approved by the board.

Private Organizations 501 (c) (3)

No fee simple property acquired under this program, including the match for such property shall be sold by the recipient grantee unless the following conditions are met: (1) The open space value is protected by an easement co-held by a public body and, (2) the value of the property is supported by a current appraisal, and (3) the VLCF Board is reimbursed by a percent of the sale equal to the percent of value in the original grant award. The Executive Secretary of the VLCF Board shall promulgate procedures to effect any sale approved by the board.

Application Categories

1. Open Spaces and Parks
2. Natural Area Protection
3. Historic Area Preservation
4. Farmlands and Forest Preservation

Program Eligibility

Applications can be submitted by agencies, localities, public bodies, and registered (tax-exempt) nonprofit organizations providing:

1. Application projects must be for a minimum of \$100,000 in total cost or a grant amount of no less than \$50,000.
2. For a private nonprofit organization seeking to hold easements resulting from funds appropriated by the Foundation, the holder/applicant shall provide documentation that the organization meets the holder requirements in §10.1-1009 to §10.1-1017 of the Conservation Easement Act, has maintained an office in Virginia for at least 5 years, and has a mission statement pertaining to land conservation activities.
3. The landowner(s) have been notified and is(are) receptive to negotiation on proposed project. (Letter from landowner(s) indicating willingness is desirable.)

4. The holder/applicant has demonstrated that they will have the necessary funding and staffing to manage the property in a manner that will achieve the purposes described in the application categories.
5. The proposed project must be for a **specific site or sites** that meet the criteria for one or more of the application categories.
6. The applicant demonstrates that resources are in place to complete the project within two years of project approval.
7. Applications for the acquisition of easements on lands currently owned by the applicant are not eligible for VLCF Grant Program assistance.
8. Property or easements acquired within twelve (12) months of the start of the current grant round are eligible to compete for grant funding or may be submitted as a potential grant match. When proposed as match, the applicant must, in their VLCF application, provide the same information on the match tract as for the other tract(s) for which they are requesting funding so that the match tract can be included in the overall evaluation of the project. The reported value of any match tract, whether acquired or donated, **must be** substantiated by an approved appraisal done no more than six months prior to the donation or acquisition. It should be noted, however, that applicants proceeding with any acquisition prior to a grant award do so **without any assurance** that the project will be funded by the VLCF.
9. Property or easements used by private organizations as a match must also be protected by an easement co-held by a public entity. The co-holder of easements for private organizations must be a state agency or a local government jurisdiction.
10. **Applicant must include conditions to be placed on any acquired easements. This would include but not be limited to terms of the easement, the amount of development permitted (residential/agricultural, etc.) and any allowed or disallowed land management practices.**
11. All VLCF grant awards will require Title Insurance that identifies a concise history of conveyances and easements.
12. A Phase 1 Environmental Assessment will be required on all fee simple acquisition projects (not easement projects) that receive grant approval.

13. Eligible Factors for Match Contributions:

- ◆ Expenses necessary for the acquisition of the grant property/easement, i.e., appraisals, title report, surveys, hazardous waste assessment and other necessary due diligence, provided that the funds were spent within the two years proceeding the grant application date.
- ◆ “Pass-through” dollars to the state from other governmental agencies.
- ◆ “Bargain Sales” or the donation of a portion of the acquisition price of the land or easement to be acquired with VLCF grant funds and match properties.
- ◆ The required match amount and source must be detailed within the grant application. The match contributions must be received by the applicant no later than the receipt of the VLCF grant funds (i.e., settlement). This does not preclude the applicant from using funds that will be reimbursed by other non-state funding.

Criteria for Purchase of Development Rights (PDR)

Funding for PDR grant applications shall be for costs associated with the acquisition of real property interest only. Administrative costs such as salaries, rent, equipment and travel will not be accepted. Applications for funding for acquisitions of easements under PDR programs will be evaluated according to the following criteria:

1. Evidence that the local governing body has adopted a PDR ordinance or other legal authorization establishing a PDR program that contains appropriate provisions for permanent protection of resources.
 - a. The ordinance or other authority cites, and the easements are taken under the authority of the Open Space Land Act.
 - b. The ordinance or other authority provides for permanent protection of resources through easements, which are perpetual in nature and not extinguishable at the option of the property owner or the local government, except pursuant to the provisions of the Open Space Land Act.
 - c. Easements purchased under the ordinance or other authority must be recorded in the local clerk of circuit court records and include provisions that adequately and appropriately protect the resources, including but not necessarily limited to provisions limiting subdivision and development of the property, provisions for regular inspections of the property for compliance with easement terms, and provisions requiring that the easement be referenced in any deed conveying the property.

2. The proposed project(s) is/are well identified and represent good candidates for protection through the PDR program.
 - a. The resources to be protected are clearly identified and either:
 - i. Meet the criteria for one or more of the following categories, as set forth in the Grant Manual: Open Spaces and Parks; Natural Area Protection; Historic Area Preservation; and Farmlands and Forest Preservation.
 - ii. Are contiguous or otherwise related through an identifiable resource protection plan, to such resources.
 - b. The application includes documentation that the owner of the parcel(s) in question is/are receptive to negotiations for purchase of development rights.
 - c. The resources will be fully and appropriately protected as a result of the purchase of the development rights. Resource elements which may satisfy this requirement may include, but are not limited to, the following
 - i. Open Spaces and Parks: PDR's for recreational/park land must have a provision, which allows adequate public use of the property. For open space, land protected must be of regional or state significance and protect critical viewsheds or buffer important natural or cultural resources identified in the Virginia Outdoors Plan and/or local recreation and open space plan.
 - ii. Natural Area Protection: Easements for natural areas include provisions that allow for the ecological management and
 - iii. conservation of the site's natural heritage resources and specify that the Department of Conservation and Recreation's Natural Area Preserve Management Guidelines will be followed.
 - iv. Historic Area Preservation: Easements for historic areas and resources specify that the Secretary of the Interior's Standards for the Treatment of Historic Properties (www.Cr.nps.gov/hps/tps/standardguide/) will be followed.
 - v. Farmlands and Forest Preservation: Easements for agricultural, horticultural, or forest lands include provisions that permit the economically viable management and maintenance of the protected lands for lawful agricultural, horticultural, or forestry activities including the protection of important fish and wildlife habitat, and require that such activities are undertaken in accordance with appropriate management plans and best management practices.
 - d. Strong applications will document multiple public benefits to be derived from the proposed project(s). These benefits may be protection of more than one category of resource, or other benefits such as orderly community development, education, research, recreation, or community access to the resource.

3. The applicant demonstrates the administrative capacity to obtain and hold the easements and to successfully monitor and enforce terms of the easements in the future.
4. The applicant demonstrates other evidence of commitment to protection of local natural open space including recreational and forestal resources and historic resources. Such evidence shall include, at a minimum, recognition of such resources in the comprehensive plan. Such evidence may further include agricultural and forestal districts, use value assessment and taxation, historic district zoning, mountain protection zoning, or other resource protection programs.
5. The proposed project(s) represent efficient use of grant funds. This will be best demonstrated by evidence that the grant funds will be leveraged in some way. Possibilities include:
 - a. The property owner is willing to make a partial donation of the easement;
 - b. The applicant is offering matching funds greater than the required minimum;
 - c. The easement will serve as a catalyst for other resource protection activities.
 - d. The easement is a critical part of a larger project;
 - e. The cost of the easement represents a small proportion of entire value of the property.
6. There is demonstrated public support for the PDR program and/or the proposed project(s).

Category Eligibility

1. Open Spaces and Parks Category – contact the Department of Conservation and Recreation, Division of Planning & Recreation Resources, (804) 786-3218 or (804) 786-4379. The Department web site www.dcr.virginia.gov

Applications for purchasing fee simple title to or other rights, interest in, or privileges in property for the acquisition and development of lands for public recreational and/or open space purposes will be evaluated according to the degree the project:

- ◆ Protects and/or acquires blueways, greenways, viewsheds, abandoned rail corridors, and open space areas.
- ◆ Acquires land or easements on land, which provide increased protection and/or public access to state water.

- ◆ Addresses a need identified in the *Virginia Outdoors Plan* (VOP). The VOP may be accessed at <http://www.dcr.virginia.gov/pr/vopfiles.htm>.
- ◆ Supports local and/or regional comprehensive plans for parks, open space, and outdoor recreational facilities and programs.
- ◆ Supports the conservation and planning for Virginia's Scenic Rivers, Scenic Roads, and Virginia Byways.
- ◆ Demonstrates partnerships with public agencies, corporations or non-profit organizations that will enhance, through easement and acquisition, the development of aesthetic parks, open space, and greenways in rapidly developing population areas, underserved areas or in densely populated areas of the state.
- ◆ Acquires sensitive lands or easements contiguous to existing easements or park systems that expand and protect public conservation or recreational interests.
- ◆ Acquires reversionary property, (i.e., property that reverts to buyer at death of owner), from a willing seller, that will have a significant impact on future public outdoor recreational opportunities.
- ◆ Provides needed infrastructure on property purchased with Foundation funds.
- ◆ For specific scoring criteria for this category please see Appendix 1.

2. Natural Areas Protection Category -- contact the Department of Conservation and Recreation, Division of Natural Heritage, (804) 371-6205. The web site is www.dcr.virginia.gov

Application for Natural Area funds may be made for projects that make a significant contribution to the protection of habitats for rare, threatened, or endangered plant or animal species or state-significant natural communities or natural areas of Virginia. Applications will be evaluated according to the following criteria:

- ◆ Addresses a protection need identified in the Virginia Natural Heritage Plan.
- ◆ Rarity of the elements targeted for conservation -- the elements should be identified by their Natural Heritage Global and State Ranks.
- ◆ The viability of the proposed area for acquisition, its natural heritage resources, and the biodiversity rank of the site.

- ◆ The proposed project's number of rare species or exemplary natural communities, which are not protected or are inadequately protected on public or private conservation lands.
- ◆ Applicant's capability to protect the site from short-term and long-term stresses to the project area.
- ◆ Applicant's ability to expend grant and matching funds within two (2) years of grant award.
- ◆ For specific scoring criteria for this category please see Appendix 2.

All properties acquired with natural area funds shall be dedicated as natural area preserves in accordance with the *Code of Virginia*, §10.1-213, and the project shall be open for public access for a reasonable amount of time each year, without disturbing the sensitive resources thereon, and the project shall be open for DCR Natural Heritage approved research. Applicant shall provide a public access plan that contains a minimum of one guided nature hike per year.

3. Historic Area Preservation Category -- contact the Virginia Department of Historic Resources, (804) 367-2323. The Department's website is www.dhr.virginia.gov

Applications for purchasing fee simple title to or other rights, interest in, or privileges in property for the protection or preservation of cultural or historic resources will be evaluated according to the following criteria:

- ◆ Historical significance

The proposal will protect or preserve an area containing one or more buildings or places in which historic events occurred or having special public value because of notable architectural, archaeological, or other features relating to the cultural or artistic heritage of the community, of such significance as to warrant conservation and preservation.

Strong proposals are likely to protect or preserve a resource:

- A. that is on the Virginia Landmarks Register or certified as eligible for listing by the Director of the Department of Historic Resources; or
- B. that contributes to the integrity, enhances the setting, or provides a buffer for a property that is listed on the Virginia Landmarks Register.

The rarity, quality, and integrity of the resource to be protected or preserved shall be considered.

- ◆ An identifiable threat to the resource, or compelling need for immediate preservation, exists.

- ◆ The applicant has realistic plans and the organizational and financial capacity to ensure appropriate treatment and ongoing maintenance of the resource, and where appropriate, to, develop the resource for maximum public benefit. (Project plans must meet the relevant preservation standards and be approved by the Department of Historic Resources.)
- ◆ Preservation of the resource may complement or enhance other cultural or historic resources or preservation activities OR represents a unique cultural resource opportunity within the geographical area.
- ◆ Protection or preservation of the resource may further other public interests, such as education, research, recreation, heritage tourism promotion, or orderly community development.
- ◆ Protection or preservation of the resource is part of a documented broader resource management plan.
- ◆ There is demonstrated public support for the protection or preservation of the resource.
- ◆ For specific scoring criteria for this category please see Appendix 3.

Applicants for funds in this category must provide high quality photographs or digital images suitable for reproduction. In the case of cultural or historic structures, these should include images that document the exterior of the primary structure and any secondary structures, significant interior spaces and features, and the setting and viewshed of the primary resource. For archaeological sites, applicants should include a general view or site plan and images documenting the condition of the site, stratigraphy (if applicable), and representative features showing the integrity of those features. For battlefields or other landscapes, images should adequately document the overall site, its surroundings and viewshed, and all historic and non-historic structures, roads, and other features within the battlefield or landscapes.

If funds are approved under this category for the purpose of acquiring fee simple title to a cultural or historic resource, the grantee shall offer to donate to the Virginia Board of Historic Resources a perpetual preservation easement on the property to be acquired with the grant funds. The Board shall decide whether to accept the easement offer based on established criteria and existing policies and procedures governing the preservation easement program. For properties for which an easement offer maintenance of the property acceptable to the Department of Historic Resources and shall enter into an agreement with another appropriate easement holder to ensure the property's protection in perpetuity.

4. Farmlands and Forest Preservation Category – While this is a single funding category, separate funding criteria have been developed for agricultural lands and for forestal lands. Applicant should use the set of criteria that is most appropriate for projects being submitted. Applications for purchasing fee simple title to or other rights, interest in, or privileges in property for the protection and preservation of agricultural lands will be evaluated according to the following criteria:

A. Farmlands Criteria – contact the Virginia Department of Agriculture and Consumer Services, (804) 786-2528. The Department website is www.vdacs.virginia.gov

With respect to this criteria, important agricultural lands shall consist of land that has historically produced or is producing agricultural or forestal products and is soil classified as class 1, 2, 3 or 4; or shall consist of:

1. Prime farmland, which is land that has the best combination of physical characteristics for the production of food, feed, fiber, forage, oilseed, and other agricultural crops with minimum input of fuel, fertilizer, pesticides, and labor, and without intolerable soil erosion. Prime farmland includes but is not limited to land that possesses the above characteristics but is currently being used to produce timber or livestock including: cattle, sheep, hogs, goats, horses or poultry. It does not include land already in, or committed to, urban development or water storage.
2. Unique farmland, which is land other than prime farmland that is used for production of specific high-value food and fiber crops. It has the special combination of soil quality, location, growing season, and moisture supply needed to economically produce sustained high quality or high yields of specific crops when treated and managed according to acceptable farming methods. Examples of such crops include tree nuts and fruits, including grapes and apples, and vegetables.
3. Farmland, other than prime or unique farmland, which is of statewide or local importance for the production of food, feed, fiber, forage, or oilseed crops.

In addition, the following criteria will be considered:

1. The agricultural significance of the land within the area in which it is located.
2. The presence of any significant adjacent agricultural land that is not now in active agriculture.
3. The nature and extent of land uses other than active farming in areas adjacent to the proposed property.
4. Local developmental patterns and needs which could affect the property.
5. The comprehensive plan and, if applicable, the zoning regulations which affect the property.

6. The environmental benefits of retaining the land in agricultural uses.

- ◆ For specific scoring criteria for this category, please see Appendix 4.

B. Forest Lands Criteria – contact the Virginia Department of Forestry, (804) 977-6555. The Department website is www.dof.virginia.gov

- ◆ The land is in an area where there is high potential for land use changes or conversions that threaten the retention of forestland.
- ◆ The property contains waterways listed on Virginia's 303(d) list [<http://gisweb.deq.state.va.us>].
- ◆ The forestland protects a significant watershed, and of greater importance, it protects water reservoirs for public use.
- ◆ The property owner offered purchase/easement at a price below market value, which would help with the matching grant.
- ◆ The property is: 1) State Forest inholding, or 2) within a manageable distance of a State Forest.
- ◆ The property will protect a unique forest type or one that will have long-term scientific benefits.
- ◆ The property is suitable for long-term forest research, special landowner demonstration opportunities, or conservation education.
- ◆ The property is within an area identified in the local comprehensive plan as important for open space, Agricultural/Forest District, biological preservation, etc.
- ◆ The property must already have, or an agreement must be in place, to develop a Forest Stewardship Plan upon approval of funding.
- ◆ The property is located adjacent to already conserved lands held in perpetuity such as a Forest Legacy Project.
- ◆ For specific scoring criteria for this category please see Appendix 5.

Special Criteria for Fish and Wildlife Habitat -- While not a separate funding category, the protection of important fish and wildlife habitat is a defined purpose of the Foundation. The following criteria will be applied to all projects as appropriate to determine benefits to fish and wildlife resources. Contact the Department of Game and Inland Fisheries at (804) 367-2212. The Department website is www.dgif.virginia.gov

Ineligible Projects

Land/property that is in public ownership and protected for purposes consistent with this program cannot be acquired under this grant program. However, public land purchased in the two years proceeding the grant application may be eligible as a match.

Acquisitions projects that include cost for maintenance and operation of lands and facilities; any such cost must be excluded from the total project costs and will not be considered or qualify as match contribution.

Project proposals that are not site specific.

General administrative funding of a Purchase of Development Rights (PDR) program is not eligible; however, funding is available for the purchase of development rights on a specific site or sites under PDR programs in accordance with the approved criteria.

Application Information/Deadline

Ten (10) original applications should be sent to the Department of Conservation and Recreation at the address below and postmarked by **September 20, 2005**.

Application Submittal

It is important that applications be one-sided pages. All pages must be 8.5 x 11. Photographs are acceptable including digital images. Note: see specific photo requirements for applications in the Cultural and Historic Resources category on Page 5. All photos and images and their captions must be mounted on 8.5 x 11 paper and be of quality suitable for reproduction by photocopier. It is not necessary to submit 10 sets of original images, but all reproduced images must be clear and understandable. Images and photos will not be returned.

Address:

**Department of Conservation and Recreation
Attention: Virginia Land Conservation Fund Grant Program
203 Governor Street, Suite 326
Richmond, VA 23219-2010**

General Application Inquiry: contact the Department of Conservation and Recreation, Division of Planning and Recreation Resources, (804) 786-3218 or (804) 786-4379.

For specific category inquiries see contacts starting on page 6 under Category Eligibility.

Application Review and Approval

First Review

Applications will be received and reviewed by the Foundation's Executive Secretary for completeness. Complete applications will be forwarded to an interagency panel for review and assignment to the responsible agency(s) (category) for scoring. In addition, each agency will receive, copies of applications for scoring as appropriate. The agencies will conduct the initial review and scoring of all assigned applications (see Category Eligibility, beginning on page 6).

Second Review

Following completion of the First Review, the interagency panel will again meet to discuss and review scoring of projects and look for commonality of interest, resource protection urgency, the applicant's ability to finance (match) and manage the project proposal, and overall significance of the proposal to the citizens of the Commonwealth. This will result in the awarding of the Value Added Benefits points. The interagency panel consists of representatives from the Department of Conservation & Recreation, the Department of Historic Resources, the Department of Agriculture and Consumer Services, the Department of Forestry, the Department of Game and Inland Fisheries, and the Virginia Outdoors Foundation.

Final Review

All applications will be presented to the Board of Trustees of the Virginia Land Conservation Foundation for review, action, and general grant approval.

After qualified approval by the Foundation, pending further environmental studies, appraisal reports and reviews, etc., and -- for projects proposed by localities -- a formal resolution of support from the local governmental unit(s), a formal agreement will be issued to commence expenditure of funds. Agreements on all approved acquisition, easement, and PDR projects shall include language that dedicates the specific project to protection in perpetuity as approved by the Virginia Land Conservation Fund Board of Trustees.

All grant funds shall be disbursed on a 50% reimbursement basis of expended eligible costs and 100% or less for state agencies. All costs shall be incurred in accordance with the Virginia Public Procurement Act. Funding at settlement or reimbursement will be processed based on 100% expended documentation. Some partial reimbursements are acceptable.

2005 Virginia Land Conservation Fund Grant Program

Office of the Secretary of Natural Resources

PROJECT APPLICATION

Note: The VLCF is a reimbursement program. Reimbursement will be processed up to a maximum of 50% based on eligible expended documentation. (State agencies may receive 100% funding with no matching requirement)

1. Applicant: _____

2. Address: _____

3. Contact person: _____ Phone Number: _____

4. Government agency: ___state ___local ___regional
 ___public body ___registered non-profit ___conservation organization

Location of office in Virginia _____

of years office maintained in Virginia _____

If you are a national conservation organization, are you registered and in good standing with the State Corporation Commission? ___Yes ___No

5. Select the Primary Category for which you feel your project would best qualify for funding (see pages 6 – 11)

___Open Space and Parks ___Natural Area Protection ___Historic Area Preservation
___Farmland and Forest Preservation

List additional categories (if any) the project supports.

6. a) Type of Project: ___fee simple acquisition ___ easement ___PDR ___ site development

b) Amount of Grant requested _____

c) Number of acres to be protected or acquired _____

d) Anticipated project completion date _____

7. Name of Project _____

8. Land/property Use: ___public use allowed ___no public use allowed ___combination

9. a. Location(s) of project: _____

b. Virginia House District # _____ Virginia Senate District # _____

Virginia Congressional District # _____

10. Give brief description of project.

a) Describe, in this space, the scope of work and anticipated accomplishments.

b) Geographic Location with Maps (must include USGS 7.5 Minute topographic map suitable for 8 1/2 x 11 reproduction)

11. Landowner(s) has/have been notified and is/are receptive to negotiation on proposed Project ☐ Yes ☐ No

Letter from landowner(s) attached ☐ Yes ☐ No

12. Is the project within an area covered by the Chesapeake Bay Preservation Act?

☐ Yes ☐ No

If yes, is it within the

Resource Management Area ☐ Yes ☐ No

Resource Preservation Area ☐ Yes ☐ No

13. Is the project within 2 miles upstream of a Public Service Drinking Water Supply Structure?

☐ Yes ☐ No

14. Does the proposal meet a specific recreational need identified in the *Virginia Outdoors Plan*

☐ Yes ☐ No [If yes, provide the *VOP* page number reference _____]

in a local comprehensive plan? ☐ Yes ☐ No

[If yes, please include the relevant excerpt from the local comprehensive plan.]

15. Does the identified parcel have important local water quality benefits ☐ Yes ☐ No

[If yes, please give specific details on what the water quality benefits would be.]

and are the local water quality benefits identified in a local comprehensive plan?

☐ Yes ☐ No [If yes, please include the relevant excerpt from the plan.]

Project Application Criteria

◆ Project Narrative

Describe the objectives and need for grant assistance. Give a ten-year (10) history of the subject property. Include an assessment of property market value. Identify the expected results and benefits the proposal will have. Describe how the project is consistent with or complements local and regional plans. Describe any significant contributions the project will have in meeting the purposes of this grant program. Provide a detailed description of how the project meets specific criteria of the grant category under which the application is made. Provide a description of how the project meets the objectives of other grant categories, if applicable. Does this proposal act on a danger that there will be a loss of natural, recreational or significant open space lands? Will approval of this proposal have positive economic impact on the locality or region? If possible, provide quantitative and qualitative projections on the benefits of the proposal. Give the names of organizations, cooperators, consultants, and others that will work on the project. Discuss the short-term and long-term management plans for the site. State the length of time that will be required to complete the project once the grant is approved. Identify any factors that might accelerate or delay the proposal.

Geographic Location

Give a precise location of the project area. Include maps or other information that will assist in the evaluation of the proposal.

Support Documents

The application should include letters of support from individuals and organizations, resolutions from governmental bodies and others whose interest in the project proposal reflects wide community-based support for the application.

Appraisals

Following preliminary approval, two (2) original copies of a bonafide and acceptable appraisal must support the value of acquisition projects. The appraisal must be in compliance with the Virginia Relocation and Real Assistance Property Act. Full appraisals are not required at the time of application submittal.

Environmental Survey

The following survey should be completed and included in the project application. If additional environmental information is available that is pertinent to the project proposal--it should be submitted with the application. Tentative approval will be awarded to grant recipients. Recipients will be required to submit to DCR within 60 days written environmental review clearance from the Virginia Department Game and Inland Fisheries, the Virginia Department of Historic Resources and the Virginia Department of Environmental Quality. DCR staff will coordinate environmental review for concerns under DCR's purview. Should additional studies be required; e.g., environmental impact statements (EIS), Phase I environmental surveys on approved acquisitions, historic surveys, nominations to National and State Historic Registries, endangered species studies and reports, they can be included in the total cost of the project and are eligible for matching grant assistance.

Environmental Survey

Please be advised that this form is not intended to replace additional environmental information that may be required on the proposal. Some applications involving acquisition of land that are subsequently approved for grant assistance will be required to submit a Phase 1 Environmental Report. Note: If yes is answered on any of the items below, please provide additional details if possible.

1. **Name of Applicant/Project:** _____

2. **Land Use:**

a. Briefly describe the land use in the project area. Attach a land use map if needed.

b. Is the project consistent with plans for the area? Yes_____ No _____

3. **Socioeconomics:** Will the proposed project impact any of the following:

	Y	N		Y	N
a. Health/Education Facilities	_____	_____	e. Public Utilities	_____	_____
b. Emergency Service Providers	_____	_____	f. Local Tax Base	_____	_____
c. Handicapped, Minorities, or Elderly	_____	_____	g. Residential Areas	_____	_____
d. Economic Activity	_____	_____	h. VDOT – new or improved roads	_____	_____

4. **Natural Resources:** Will the proposed project negatively impact any of the following:

	Y	N		Y	N
a. Soil Erosion or Sedimentation	_____	_____	g. Vegetation	_____	_____
b. Streams, Rivers, or Lakes	_____	_____	h. Wetlands	_____	_____
c. Wildlife and Wildlife Habitat	_____	_____	i. Floodplains	_____	_____
d. Wild and Scenic Rivers	_____	_____	j. Coastal Zones	_____	_____
e. National Natural Landmarks	_____	_____	k. Agricultural Lands	_____	_____
f. Rare Plants and Animals and Exemplary Natural Communities	_____	_____	l. Forestal Lands	_____	_____
			m. Ag./Forest Dist.	_____	_____

5. **Historic and Archaeological Resources** Y N

a. Has the project been reviewed by the VA Dept. Of Historic Resources (DHR)?	_____	_____
b. Will the project have an effect on historic or archaeological resources?	_____	_____

6. **Hazardous Wastes:** Is there any potential for involvement with hazardous wastes? _____

Note: items 7 & 8 are not applicable to fee or less than fee acquisition only projects

7. **Noise:** Is there potential for the project to create noise that may impact on surrounding land uses? _____
8. **Air Quality:** Will the project have an adverse impact on air quality? _____
9. **Section 4(f) – Federally funded Road Projects and/or, 6(f) – Federally funded Parks**
- a. Is the project located on a publicly owned park, recreational area natural areas, historic site, or wildlife and waterfowl refuge? _____
- b. If yes, please mark the appropriate box and name the facility. _____
- ☐ Park ☐ Historic Site
- ☐ Natural Area ☐ Wildlife/Waterfowl Refuge
- ☐ Recreation Area

Tax Exempt Status

Project Applications from nonprofit organizations shall provide documentation in the application that gives proof of tax-exempt status under §501 (c) (3) of the United States Internal Revenue Code. Additionally, the applicant must meet the holder requirements as described in the *Code of Virginia* §10.1-1009 to §10.1-1017. **See Page 2, Program Eligibility.**

Amount of Grant Requested \$

Budget Proposal

Acquisition Cost:	_____
Total Acres to Acquire:	_____
Public Access Development Cost:	_____
Administrative Cost:	_____
Legal Fees:	_____
Survey Fees:	_____
Appraisal Fees:	_____
Title Insurance:	_____
Registration Fees:	_____
Environmental Audit:	_____
Other Fees (explain)	_____
Total Project Cost:	_____

Note: The VLCF is a reimbursement program. Reimbursement will be processed up to a maximum of 50% based on eligible expended documentation. (State agencies may receive 100% funding with no matching requirement)

Applicant Matching Cost Breakdown: (Please identify each match source and amount applied to this project for each of the following categories)

Cash: _____

Land/Real Property Donations: _____

*Other: _____

Total Matching Contributions: _____

(Must be a minimum of 50% of the total cost except for state agency cost approved at a different rate.)

** Attach separate sheet with a detailed cost breakdown*

=====

Note: If any portion of the applicant's matching cost is from other grants that may or may not have **restrictions** on such funds, please identify the source of this match and give as much information as possible below:

Description of Applicant's Other Grant Matching Cost:

Application Checklist Items

- ◆ **Please Note: Applicants must confirm that landowner(s) is/are receptive to negotiation on proposed project.**
- ◆ **All applications from private non profit organizations must meet specific criteria described in Item 1 of the Program Eligibility section on Page 3. Make sure to select one Primary Application Category.**
- ◆ Letter of Transmittal
- ◆ Project Application Details
- ◆ Project Narrative (detailed)
- ◆ Geographic Location with Maps (must include USGS 7.5 Minute topographic map suitable for 8 1/2 x 11 reproduction)
- ◆ Required photos for Cultural and Historic Resources Category
- ◆ Support Documentation
- ◆ Appraisal and Other Reports (if available)
- ◆ Environmental Survey (and other available information)
- ◆ Tax Exempt Status (if nonprofit application)
- ◆ Budget Proposal Sheet (in detail if available)
- ◆ Request for Taxpayer Identification Number(s) and Certification

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER(S) AND CERTIFICATION

Substitute Form W-9 Each person or organization doing business with the Commonwealth of Virginia must provide the following information or be subject to backup withholding.

Type	Check Only One:	Social Security No.	Federal Identification No.
0*	<input type="checkbox"/> Other		
2	<input type="checkbox"/> Federal Agency		
3	<input type="checkbox"/> State Agency		
4	<input type="checkbox"/> Local Government		
5	<input type="checkbox"/> Political Subdivision		
6	<input type="checkbox"/> Corporation		
7*	<input type="checkbox"/> Sole Proprietor or Reportable Individual		
8*	<input type="checkbox"/> Medical Corporation		
9	<input type="checkbox"/> Non-Reportable Individual		
A*	<input type="checkbox"/> Partnership		
B*	<input type="checkbox"/> Estate		
C*	<input type="checkbox"/> Trust		
D*	<input type="checkbox"/> Limited Liability Company		

* Indicates vendor may be eligible to receive a form 1099

LEGAL OR TRADE NAME _____
 Order Address _____

 Contact Person _____ Telephone No. _____
 E-mail Address _____ FAX No. _____

Remittance Address _____

 Contact Person _____ Telephone No. _____

IS THIS BUSINESS: Minority Owned? ☐ Yes ☐ No Woman Owned? ☐ Yes ☐ No

CERTIFICATION

Under penalties of perjury, I certify that:

- The number(s) shown on this form is/are my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: [a] I am exempt from backup withholding, or [b] I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of a failure to report all interest or dividends, or [c] the IRS has notified me that I am no longer subject to backup withholding.

Certification Instructions - You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because of under reporting interest or dividends on your tax return.

Signature _____ Date _____

Appendices

Appendix 1

Scoring Sheet Criteria For: _____

Open Space & Parks Category

Criterion	Score	Notes
Determine the degree to which the Project: 1) Protects and/or acquires greenways, blueways, viewsheds, abandoned rail corridors, and open space areas. Maximum score 10		
2) Acquires land or easements on land which provide increased protection and/or public access to state water. Maximum score 15		
3) Addresses a need identified in the <i>Virginia Outdoors Plan</i> . Applicant must specify VOP Page # Maximum score 10		Specific Need = 10 points General Need = 5 points
4) Supports local and/or regional comprehensive plans for parks, open space, and recreational facilities and programs. Name and Page # of plan cited. Maximum score 8		
5) Availability of land for public use. Maximum score 10		Public Use = 10 points Easement with Limited Use = 5 points No Public Use = 0 points
6) Supports the conservation and planning for Virginia's Scenic Rivers, Scenic Roads, and Virginia Byways. Maximum score 5		Supports designated resources = 5 points Supports potential = 3 points
7) Demonstrates partnerships with public agencies, corporations, and non-profit organizations that will enhance, through easement and acquisition, the development of aesthetic parks, open space, and greenways in rapidly developing population areas. Maximum score 9		
8) Acquires sensitive lands or easements contiguous to existing park systems that expand and protect public conservation or recreational interests. Maximum score 9		
10) Provides needed infrastructure on property purchased with Foundation funds. Maximum score 4		

Total Maximum Score 80 points _____

Appendix 2

Scoring Sheet Criteria For: _____ Natural Areas Category

Criterion	Score	Notes
1) The Natural Heritage Biodiversity Rank of the Natural Heritage conservation site , based upon the global and state rarity of the natural heritage resources present, the number of natural heritage resources present, and their condition Maximum score: 20. B1=20 B5=0 B2=15 No natural heritage resources=0 B3or B4=10		
2) Size & Natural Condition: Are the size and condition of the tract(s) adequate to protect and allow for management of natural heritage resource targets? Maximum score: 15 <ul style="list-style-type: none"> Size and condition are adequate to fully protect & manage targets = 15 Size and condition are likely to provide for full protection and management of targets = 10 Size and condition are unlikely to allow protection & management of the conservation targets = 0 - 5 		
3) Proximity: Is the tract(s) adjacent to or in close physical or functional proximity (e.g. upstream or upslope) to other conservation lands and would it expand the protection of natural heritage resources? Maximum score: 15 <ul style="list-style-type: none"> Adjacent to existing conservation land = 15 Possesses physical or functional proximity to existing conservation land = 10 No physical or functional proximity to existing conservation land = 0. 		
4) Management: Applicants capability to implement necessary management to protect the site from short-term and long-term stresses. Maximum score: 10 <ul style="list-style-type: none"> Applicant has proven experience with natural community/rare species management = 10 Applicant has land management experience = 5 Applicant has no proven land management experience = 0 		
5) Community Representation: To what extent does the site support exemplary natural communities that are not well protected in Virginia? Maximum score: 10 <ul style="list-style-type: none"> Supports communities not found on other protected lands = 10 Supports communities found on limited number (1–10) of protected lands = 5 Supports communities well represented (10+) on other protected lands = 0 		
6) No. & Quality of EOs: How many element occurrences are known for the tract(s) and what is the quality of those occurrences? Assign the value below for each occurrence based on it's EO-rank. Sum these values. Maximum score: 10 A-rank=4 D-rank=1 B-rank=3 E-rank=2 C-rank=2		

Total Maximum Score 80 points _____

Appendix 3

Scoring Sheet Criteria For: _____ Historic Area Preservation Category

Criterion	Score	Notes
<p>1) The proposal will protect or preserve an area containing one or more buildings or places in which historic events occurred or having special public value because of notable architectural, archaeological, or other features relating to the cultural or artistic heritage of the community, of such significance as to warrant conservation and preservation. Strong proposals are likely to protect or preserve a resource that is: (A) Listed on the Virginia Landmarks Register or certified as eligible for listing by the Director of the Department of Historic Resources; or (B) A resource that contributes to the integrity, enhances the setting, or provides a buffer for a property that is listed on the Virginia Landmarks Register.</p> <p><i>*Note: For applications under (B) above, the historical significance of the listed property will be evaluated. For resources which are not listed on the Virginia Landmarks Register but have been certified as eligible for listing, historical significance will be determined as if such properties were so listed.</i></p> <p>18 – 35 points: National Historic Landmarks, properties individually listed on Virginia Landmarks Register, contributing properties in National Historic Landmark districts</p> <p>0 - 17 points: Contributing properties in Virginia Landmarks Register districts, other historic and cultural resources.</p> <p>Additional 0 – 5 points: Rarity, quality, and integrity of resource.</p> <p>Maximum score 40</p>		
<p>2) An identifiable threat to the resource, or compelling need for immediate preservation, exists. Maximum score 10</p>		
<p>3) The applicant has realistic plans and the organizational and financial capacity to ensure appropriate treatment and ongoing maintenance of the resource, and where appropriate, to develop the resource for maximum public benefit. (Project plans must meet the relevant preservation standards and be approved by the Department of Historic Resources.) Maximum score 10</p>		
<p>4) Preservation of the resource may complement or enhance other cultural or historic resources or preservation activities OR represents a unique cultural resource opportunity within the geographical area. Maximum score 5</p>		
<p>5) Protection or preservation of the resource may further other public interests, such as education, research, heritage tourism promotion or orderly community development. Maximum score 5</p>		
<p>6) Protection or preservation of the resource is part of a documented broader resource management plan. Maximum score 5</p>		
<p>7) There is demonstrated public support for the protection or preservation of the resource. Maximum score 5</p>		

Total Maximum Score 80 points _____

Appendix 4

Scoring Sheet Criteria For: _____

Agricultural Lands Category

Criterion	Score	Notes
Category I: Soil Productivity & Land Quality (20 points) <u>Soil Productivity</u> Using soil classes prime, unique or locally important farmland, score the percentage of project land in each soils class (§3.1-18.5 of the Code of Virginia). (Note: The total score cannot exceed 20 points) Value the soils classified as Prime. Value the soils classified Unique. Value the soils classified as Locally Important Farmland. Maximum Score 0-20		
<u>Land Quality (20 points)</u> In order of importance, value the land quality described below. The maximum score cannot exceed 20 points. The farmland is very unique in that it has a history of producing high yields of high-value specialty crops, such as grapes, fruits, nuts or vegetables grown and meets the definition described in the Grant Manual, in the Agricultural Land Category. The farmland is prime land (other than unique or important) as defined in the Grant Manual in the Agricultural Land Category. The farmland (other than prime or unique) is of statewide or local importance, as defined in the Grant Manual in the Agricultural Land Category. Maximum Score 0-20		
Category II: Land Use (40 points) A. Is the land: 1) currently being farmed; 2) being farmed by owner; 3) significant as a result of what is being produced; and, 4) significant from the family's tenure of the farm? Score 0-10 B. To what degree is the land adjacent to or in close proximity to other preserved lands, either in agriculture production or non-active in farming? Score 0-6 C. To what degree will local developmental patterns threaten or affect the project? Score 0-12 D. Are there local developmental patterns that could negatively affect the proposed land? Score 0-4 E. Does the project support the local comprehensive plan and, zoning regulations? Score 0-4 F. To what degree will preserving the proposed land in agricultural use secure environmental benefits? Score 0-4 Maximum score 40 points		

Total Maximum Score 80 points _____

Appendix 5

Scoring Sheet Criteria For: _____

Forest Lands Category

Criterion	Score	Notes
1) The land is in an area where there is high potential for land use changes or conversions that threaten the retention of forestland. Maximum score 15		
2) The forestland protects a significant watershed, waterways on state 303(d) list, or protects water reservoirs for public use. Maximum score 15		
3) The property owner offered a purchase/easement at a price below market value thereby helping with the matching grant. Maximum score 10		
4) The property is: (1) a State Forest inholding or, (2) within a manageable distance of a State Forest. Maximum score 10		
5) The property is located adjacent to already conserved lands held in perpetuity such as a Forest Legacy Project. Maximum score 10		
6) The property is suitable for long-term forest research, special landowner demonstration opportunities, or conservation education. Maximum score 10		
7) The property is within an area identified in the local comprehensive plan as important for open space, agricultural/forestal district, biological preservation, etc. Maximum score 5		
8) The property has or has the potential to protect and/or restore: a) threatened and endangered species of fauna or flora, b) unique habitat for threatened and endangered species, c) provides the opportunity to restore diminishing native tree species, or d) protects a significant historic or archeological site. Maximum score 5		

Total Maximum Score 80 points _____

Appendix 6

Scoring Sheet Criteria For: _____

Chesapeake Bay Area Preservation

Status of the parcel under a locality's master plan

Maximum 3 points

- Resource Preservation Area = 3 points
- Resource Management Area = 2 points
- Not in Master Plan = 0 points

Scoring Sheet Criteria For: _____

Drinking Water Supply Protection

Degree to which the parcel protects local drinking water supplies

Maximum 3 points

- Within Public Drinking Water Supply Impact Area = 3 points
- Outside of Public Drinking Water Supply Impact Area = 0 points

Note: Must be within 2 miles upstream or adjacent to a public surface water withdrawal structure.

Scoring Sheet Criteria For: _____

Virginia Outdoors Plan (VOP) Identified Need

Degree to which a parcel satisfies recreational needs of population centers, or other recreational needs as identified in the *Virginia Outdoors Plan (VOP)* or in a local comprehensive plan.

Maximum 3 points

- Meets a public outdoor recreational need identified in the VOP and in a local comprehensive plan = 3 points
- Meets a public outdoor recreational need identified in the VOP or in a local comprehensive plan = 2 points
- Not identified in VOP or in a local comprehensive plan = 0 points

Scoring Sheet Criteria For: _____

Water Quality Benefit

Extent to which the parcel has water quality benefits and the affected localities have identified the parcel as having important *local* water quality benefits in their local comprehensive plans.

Maximum 3 points

- Has water quality benefits and is identified in the local comprehensive plan = 3 points
- Applicant has identified significant water quality benefits of the project = 2 points
- Water quality benefits not identified = 0 points

Scoring Sheet Criteria For: _____

Value Added

In addition to the statutory category under which the project is evaluated, the project will also be subjectively evaluated as to the general value of the project in terms of Natural Area Protection; Open Spaces and Parks; Farmland and Forest Preservation; and Historic Area Preservation.

Dependent upon value added 0-5 points

Scoring Sheet Criteria For: _____

Wildlife Benefit

Dependent on Wildlife Benefits Added

Maximum Score 3

- Property is managed for wildlife benefits and offers public use for hunting, fishing, or wildlife viewing = 3
- Property is managed for wildlife benefits and offers private use for hunting, fishing, or wildlife viewing = 2
- Property is managed for wildlife benefits = 1
- Property will not be managed for wildlife benefits = 0